MANAGER OF LIBRARY TECHNOLOGY & TECHNICAL SERVICES

GENERAL DEFINITION OF WORK:
FLSA Status: Exempt

Manages the day-to-day operations of functional areas of the technology and technical services division of the Library. Administers the Library's integrated computer systems (ILS, public access computers, devices, etc.) and ensures that resources for research and learning and enjoyment are available to Library patrons efficiently and in multiple formats. Work is performed under direct supervision of the Library Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:
Planning, evaluating, managing emerging technology needs for the library; managing the library automated system to include coordinating network and microcomputer needs; participating in the development and maintenance of the library website; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

➢ Responsible for planning, evaluating, scheduling and managing all aspects of the integrated library system (ILS), including selection, testing, and quality assurance, customization and optimization of staff and public interfaces.
➢ Develops documentation and oversees staff training related to the integrated library system.
➢ Serves and primary contact for ILS vendor; participates in ILS-specific online discussions and conferences.
➢ Plans, organizes, maintains and manages the processes and operations of the Technical Services division including acquisitions, cataloging, serials and processing of materials; manages the activities of the division.
➢ Responsible for both short-term and long-range planning for system-wide library information technology services; works in collaboration with management, library staff, and other County departments; develops strategic plans supporting library and information service needs.
➢ Evaluates technology, recommends standards and makes appropriate recommendations for purchase and implementation; provides project management for applicable technology departments.
➢ Responsible for the annual library technology plan; responsible for technology-related policies, procedures, documentation and training materials for library staff and patrons.
➢ Serves as primary contact and project liaison with the Information Technology department as well as library vendors.
➢ Responsible for the management and maintenance of the library's platform for collaboration, file sharing and file storage/management.
➢ Represents the Library on DC Metro Council of Government's Library Technology Committee and the Fauquier County Technology Review Board (TRB).
➢ Oversees access to and management of the library's digital content, including maintaining the visual appearance, organization and accessibility of all online library resources.
➢ Collects, analyzes and disseminates a variety of complex data and information related to the use of the library's digital assets and electronic services; performs statistical analysis and summarizes findings in applicable reports, surveys or other communication mediums.
➢ Creates and maintains e-resource services procedures, documentation and training materials for library staff and patrons.
➢ Facilitates the selection and integration of electronic databases and reader advisory services; serves as primary technical contact and facilitator for e-resource vendors.
➢ Assists library patrons of all ages with basic research needs including information, reference and technology assistance that facilitates customer access to the library's collections.
➢ Provides library staff and library patrons with guidance and resources for electronic resource access and management.
➢ Coordinates/maintains technology-related materials in collection.
➢ Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:
Thorough knowledge of the principles and practices of professional library work including methods, practices and techniques of integrated systems management; thorough knowledge of electronic technologies for libraries for reference, bibliographic and database applications; thorough knowledge of the policies, procedures and functions of a library system; thorough knowledge of materials and services available in public libraries; thorough knowledge of budgeting and procurement principles; skill in staying abreast of changing technologies and appropriate library applications and services; skill in identifying and analyzing community needs; ability to communicate ideas effectively both orally and in writing; ability to develop and prepare statistical reports and summaries; ability to establish and maintain effective working relationships with associates and patrons.

EDUCATION AND EXPERIENCE:
Any combination of education and experience equivalent to graduation from an ALA accredited college or university with a Master's in library and information science or related field and considerable overseeing the integration and adaption of technology in a public library environment.

PHYSICAL REQUIREMENTS:
This is light work requiring the exertion of up to 30 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:
Possession of Professional Librarian certificate issued by the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.